



## Seasonal BBQ Austin Internship (Spring 2023)

We are looking for a Seasonal **BBQ Austin Intern** to help us manage event logistics, BBQ Austin registration and implementation in preparation for Rodeo Austin's 2023 BBQ Austin. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a short-term, paid position for the Spring of 2023. The term is from January 9<sup>th</sup> through April 15<sup>th</sup>. The pay rate is \$10 per hour. The expected commitment will be 40 hours per week during regular business hours, with extended hours during events, especially between Feb 22<sup>nd</sup> and April 7<sup>th</sup>.

### Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things, they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

BBQ Austin is a Rodeo Austin production, where BBQ teams come together to compete in an organized cook off and raise money to support the mission of Rodeo Austin.

### What You'll Do:

- Manage BBQ Austin registration paperwork and work closely with the committee on event logistics and planning
- Work with local agencies to ensure team compliance with the City of Austin Health Department and the Travis County Fire Marshalls office
- Prepare and maintain the BBQ Austin online event page and registration for RodeoAustin.com
- Be the point of contact in the Rodeo Austin office for all BBQ Austin team members
- Work closely with the Volunteer Registration Coordinator on management of the BBQ Austin registration spreadsheet/tracking
- Be able to communicate and manage teams through the whole registration process to onsite management and fulfillment
- Receive and respond to BBQ Austin inquiries via telephone and/or email
- Prepare registration packets for BBQ teams for distribution, includes cook badges, ice tickets, RV tags, team map printouts
- Process and fulfill committee requests during BBQ Austin
- Assist Event Logistics Intern with management and implementation of service contracts including Radios, Security, Parking, EMS, Wastewater, Temporary Structures, and Heavy Equipment during the 15-day Rodeo Austin Event.
- Will be working in the elements and outside, will need to drive an ATV, manage the radio communication and be available to lift heavy items
- Assist the Operations and Logistics Manager with any special projects as assigned

**What You'll Need:**

- GED or high school diploma required; Prefer applicants who are in an undergraduate program or recently the recipient of a bachelor's degree
- Strong interest and/or experience in event planning, customer service, data analysis and/or business management, contract management
- Proficiency in Microsoft Office programs, bonus points for experience with Excel or google docs
- A valid driver's license
- Excellent written and verbal communication skills
- A strong work ethic and a positive attitude
- To be detail-oriented and organized
- Ability to remain poised and professional under pressure
- Demonstrated ability to display discretion and maturity

**Perks & Benefits:**

- Hands-on, real-life experience to help you hone your talents in customer service, event planning, logistics, contract management
- This is a hourly paid internship position with a pay rate of \$10 per hour
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

**Not sure if you Qualify?**

That's okay! if you're interested in the role and believe you could be a good fit, we encourage you to apply!

*Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.*

**Please send cover letter, resume, and list of references to:**

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